



Attitudinal Development

Module 1: Time Management

Unit 1: Time Management at Work

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Training Program (5-day) on Attitudinal Development

- Comprises 5 Modules (1 day each)
(a) Time (b) Work (c) Team (d) Family and (e) Self
- Each module comprises 4 Units (@ 1 session)
- Each Unit has 2 Tests, namely –
 - 1. Objective Questions
 - 2. Self-written Essay by choosing options
- Each Unit, once successfully attempted, helps one obtain 1 Certification Point.
- The Training Program comprises 20 Points.



Course Schedule

Training Program (5-day) on Attitudinal Development

Days/ Sessions	Day 1 TIME	Day 2 WORK	Day 3 TEAM	Day 4 FAMILY	Day 5 SELF
Session 1 0945-1115	Introduction to Course & Objectives	Module 2 Unit 1	Module 3 Unit 1	Self- Learning Exercise	Module 5 Unit 1
Session 2 1130-1300	Module 1 Unit 1	Module 2 Unit 2	Time Budget Study	Module 4 Unit 1	Module 5 Unit 2
Session 3 1400-1500	Module 1 Unit 2	Movie Session	Module 3 Unit 2	Module 4 Unit 2	Module 5 Unit 3
Session 4 1515-1615	Module 1 Unit 3	Module 2 Unit 3	Module 3 Unit 3	Module 4 Unit 3	Module 5 Unit 4
Session 5 1630-1730	Module 1 Unit 4	Module 2 Unit 4	Module 3 Unit 4	Module 4 Unit 4	Course Valediction & Evaluation



What do I know about time management?

1. I do too many tasks during the day
2. My boss gives me too much work
3. There is simply no time at all
4. I save time by “managing” my telephone calls, visitors, meetings and colleagues
5. I have very efficient lists of tasks. I am actually known as the “Lists Manager” at my office



Where do you need to manage time at work?

- Coming to office and returning home
- At your desk
- At a meeting
- Answering phone calls
- Meeting visitors
- During lunch hours & Tea /Coffee breaks
- On your computer
- Drafting notes, letters and reports
- Completing accounts

What do you usually do?

- Prepare a task list
- Write reminders on the diary
- Avoid most or some phone calls
- Avoid visitors and some meetings
- Cut and paste stuff from the internet
- Do not submit too many vouchers
- Keep a “bank of most used text”
- Pass on all time-consuming work to others

What do you actually do?

- Postpone most work
- Avoid doing stuff
- Never finish the list
- Lose money
- Copy other reports
- Keep a long list of very good excuses
- Take leave when the problem gets bad



Where do you lose time the most?



- At your office desk
- During lunch breaks
- During Meetings
- While trying to do several things at the same time
- Waiting for colleagues to give inputs
- Waiting for the boss



Let us examine the desk

What's Wrong?

- A dirty desk
- Piled up stuff
- “I know what's where”
- “It's somewhere”
- It's a small desk
- My boss has a larger desk than me
- That File is at home!

What should be done?

- Clear your desk daily
- Plan the next day
- Place stuff in neatly labeled boxes to search later
- Use side shelves or a large open shelf
- Shift files to the boss
- Keep Files at office



Establishing Task Management

- Make different lists of tasks – urgent, not so urgent etc.
- Keep a specific list for “Time limited tasks” – where deadlines rule – e.g., periodic meetings
- Maintain checklists for tasks related to periodic meetings
- Shift “interruptions” to meeting related discussion and record them
- Understand your “best part of the day” – i.e., do you know when you are tired? And, when are you at the best of your energy?



Develop a “Task Time-Table”

- Establish a “priority order” during the day, i.e., morning tasks, noon tasks, post-noon tasks, evening tasks
- Do not carry over tasks from one part of the day to the other
- Ensure that you complete the first two tasks of each list every day
- Give marks to yourself and be proud

Are your deadlines, dead on time?

- Do you fix a deadline to all your tasks?
- Can you stick to them?
- Make a realistic study of your task lists
- Can you predict the time that is required for any task?
- Are you more worried that completed jobs will lead to more work? Or, that you would be shot by the boss?





Managing Time for Time Management



- Establish fixed timings for team meetings and email
- Fix a time slot for your team to meet you, and for you to meet your boss with a fixed agenda
- Use the deadlines for at least 2-3 major tasks and 4-5 minor tasks
- Inform everyone that you would not meet others at a “private time slot” for yourself



I did not know it was this bad!

- Telephone calls are to be answered, but, plan your telephone calls.
- Establish a telephone call diary, and make a note of what you want to say before the call is made. Keep a record of what was discussed.
- Establish a time slot for making several calls on a common subject. The records stay together.
- Ensure that you are in a good frame of mind when you speak on the telephone. The other person does not know that you have problems.



What did we learn?
Were there any learning points?

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Learning Points

- Where do you need to manage time at work?
- What do you usually do?
- What do you actually do?
- Where do you lose time the most?
- Let us examine the desk
- Establishing Task Management
- Develop a “Task Time-Table”
- Managing Time for Time Management
- Are your deadlines, dead on time?
- I did not know it was this bad!



Just one point...

What did I learn about time management?

- | | |
|--------------------------------------|----------|
| 1. Task management | 1. _____ |
| 2. Desk management | 2. _____ |
| 3. Boss and Team
management | 3. _____ |
| 4. Management of
Telephone Calls | 4. _____ |
| 5. Management of
“Lists of Tasks” | 5. _____ |



Module 1: Unit 1

Test 1 – Objective Questions – True /False

1. I save time by refusing telephone calls.
2. I save time by avoiding visitors
3. I am efficient as I do not bill my office for all expenses.
4. I am an efficient multi-job manager
5. My desk is clean and this gives me a positive outlook
6. I use time effectively by going on the internet whenever I am tired.
7. I work better every day because I score more and more marks on my personal task list.
8. My boss is happy with me when he sees a list of points for discussion in my hands and when I take notes
9. I save time by avoiding tasks that give me more work
10. I work efficiently by sending an advance email listing the points that I want to discuss over the telephone with my contacts.



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Test 2 – Options based Essay – 1

- I save time by refusing /taking telephone calls and sending emails /letters instead. I save time by meeting /avoiding visitors as they would return /call in any case.
- I keep all accounts ready /pending untill I am reminded /threatened by my accounts officer. I find that I am efficient /not efficient as I bill /do not bill my office for all /some expenses.
- I take /do not take many jobs at the same time. I find that I am always given /delegated several jobs by my boss. I cannot /can refuse my boss. I am an efficient /inefficient multi-job manager.



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Test 2 – Options based Essay – 2

I keep /do not keep all pending files on my desk. I use /do not use a side shelf to organise work to be completed.

My desk is clean / full of stuff and this gives me a positive /depressed outlook at office when I start /during the day.

I have the internet visible /shut down while at office. I take /do not take a break from work by going on the internet.

I use internet for work / for work and other stuff also at office and for work and /personal knowledge at home.

I keep /do not keep several task lists. I collect /do not collect my task lists in my diary.



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Test 2 – Options based Essay – 3

My boss is worried /happy with me when he sees me enter my boss' office.

I keep /do not keep a list of points for discussion in my hands and I take /do not take notes.

I avoid /do not avoid tasks that give me more work.

I send /do not send an advance email listing the points that I want to discuss over the telephone with my contacts.



Concluded

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